

Health Pooled Fund 3: South Sudan

Job Title: Grant Manager
Reporting to: Fund Director
Location: Juba, South Sudan
Start date: April 2022

1. Who we are

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of Health Pooled Fund (HPF)

Health Pooled Fund South Sudan (HPF3) is a five-year, multi-donor programme that began its third phase in July 2018 led by the British Government's Foreign, Commonwealth and Development Office (FCDO) and including the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA), the United States Agency for International Development (USAID), GAVI – The Vaccine Alliance and the European Union (EU).

HPF3 merges two previous health programs - Health Pooled Fund 2 (HPF2), which provides healthcare at health facility level, and the Integrated Community Case Management 2 (ICCM2) program, which provides healthcare to children under-five in remote communities in Eight States: Eastern Equatorial State, Central Equatorial State, Western Equatorial State, Northern Bahr el Ghazal State, Western Bahr el Ghazal State, Warrap State, Unity State and Lakes State.

The programme impact will be an improved health and nutrition status for the population of South Sudan that essentially saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following three principal outcomes:

- Improved health and nutrition services for the population, especially women and children.
- Improved community engagement and accountability of health services.
- Stabilization of local health systems.

To attain these outcomes, the HPF3 team is responsible for:

- Effective programme management, including robust risk management.
- Ensuring continuity of and support to service delivery, with a focus on improving quality.
- Specialist technical assistance covering health service delivery, community engagement, nutrition, health planning, information and HRH.
- Procurement and supply chain management of essential medical commodities
- Management of the Implementing Partner fund
- Management of fiduciary risk associated with use of donor funds.

2. Position Summary

The Grant Manager is responsible for ensuring excellent performance management of a portfolio of NGO implementing partners through monitoring financial, reporting, M&E and contractual compliance under HPF. Working across departments, the IP Managers will be main point of contact for IPHQs, ensuring performance is monitored closely and improved. The post-holder will also be expected to undertake travel to field locations.

3. Responsibilities

- Support in soliciting applications or proposals for funding under HPF contracts management.
- Support in reviewing, analyzing and evaluating grant applications, costed work plans, budgets and proposals
- Negotiating with Partners on terms and conditions of grants/contracts.
- Review IP applications submitted during the RFP process and use this to create a monitoring plan
- Ensure HPF implementing partners undergo Crown Agents Ethical Due diligence process.
- Prepare contractual documents for review by the legal team.
- Develop Implementing Partners audit terms of reference and approve auditors.
- With regular communication with the Fund Administrators and Project Accountant, collate IP expenditure, variance and burn rate in technical areas to feed into capacity building plans
- Work with technical managers and service providers to ensure that all targets and deadlines are

achieved according to budgeted work plans.

- Work with the Programme Management unit in London to collate IP KPI performance
- Work with technical managers to review, approve and prepare contract amendments.
- Carry out periodic review meetings with implementing partners to review progress against targets, performance indicators, work plan and budget
- Carry out field visits to assess IP compliance with contract conditions and conduct financial management spot checks
- Conduct and monitor resolution of audit findings and monitoring implementation of audit finding recommendations
- Actively participate in quarterly Quality Improvement Meetings, inputting into IPs Action Plans
- Monitor IP Action Plans and work closely with the Verification Manager to ensure the IP Monitors verify and validate the correct areas of concern. Provide financial oversight on IPs financial management including forecasting, review of financial reports and ensure that expenditures are in line with the contractual agreements and approved budgets.
- Monitor fiduciary, statutory and contractual compliance for implementing partners
- Feedback and performance manage IPs when performance is low
- Prepare IP monthly finance risk registers.
- With the Programme Management unit in London, review and evaluate technical and cost proposals for the emergency response (ER) fund.
- Ensure an up-to-date asset register for IPs is in place and any asset losses are recorded in the incident log and that FCDO is notified
- Input into monthly, quarterly and annual reporting processes as needed.
- Manage the day-to-day communication with implementing partners. Serve as the main focal point for communications to IPs.
- Other tasks as assigned relating to IP compliance, procurement, and asset management as required and designated by line manager.
- Ensure that all IPs have up to date procurement plans
- Lead and manage the grant officer and support the contracts team in the delivery of programme activities, participate in different meetings, workshops and forums as required.
- During post contract/award phase, conduct post-award reviews and analyses to identify management, financial, contractual and administrative issues.
- Perform final review of completed or terminated awards/contracts, making appropriate adjustments or disallowances, processing close-outs: and ensuring compliance with all regulatory, legal and contractual requirements.
- Provide support and advice to the Fund Director and Team Leader as necessary and relevant.

4. Requirements

- Bachelor's degree in a relevant subject from a reputable university
- Demonstrable experience in management of multiple high value grants and/or contracts.
- Experience working with a large number of implementing partners
- High level of numeracy and demonstrable ability to work with large budgets
- Experience in health programming and/or project management would be beneficial
- Experience of managing a DFID and/or other multi-donor pooled fund grant and/or contract would be beneficial
- Clear and articulate communicator in English, both in writing and verbally
- Demonstrable ability to write reports and quality assure the work of others
- Excellent interpersonal skills
- Computer literate: at a minimum must be able to use Microsoft Office Word, Excel, PowerPoint and Outlook proficiently.
- Proficiency in Excel is mandatory
- Ability and willingness to travel throughout South Sudan

How to Apply:

Interested candidates should submit their electronic application with the subject line Grant manager to jobs@shimahr.com. The cover letter should accompany a current CV detailing their experience for the post including day time telephone contacts and three referees, preferably previous line managers. The closing date for receiving applications will be **Friday 25th March 2022, 5PM CAT**.

Only shortlisted candidates will be contacted